

**Lawrence Livermore
National Laboratory**
Equipment/Property Release Form
(Refer to Document 21.5 in the ES&H Manual)

Box 1: Custodian must complete this section for all items.

Item Description				
Condition: (check one) Good/Useable <input type="checkbox"/> Needs minor repairs <input type="checkbox"/> Needs major repairs <input type="checkbox"/> Unusable <input type="checkbox"/>				
Manufacturer	Model	Serial #	Original cost	Acquisition date
Current location of equipment			Building	Room
Submitted by (name)		Employee #	Extension	Date
Release for: (check one) Repair/Maintenance <input type="checkbox"/> Reuse <input type="checkbox"/> Storage <input type="checkbox"/> Excess/Sale <input type="checkbox"/> Scrap <input type="checkbox"/>				

Box 2: ES&H Team must complete this section for all items custodian cannot certify.

ES&H Team Disciplines:	Signature Required?	The following restrictions/precautions apply:
Industrial Hygienist (name and signature)	Yes No	
Health Physicist (name and signature)	Yes No	
Environmental Analyst (name and signature)	Yes for scrap only	
Analytical Sample Number(s)		
Date	IS THIS PROPERTY RELEASABLE? YES NO	

Box 3: Custodian and Property Center must complete this section for all controlled and attractive items.

Property #	Releasing Property Center Name	Property Center Representative Signature	L-code
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Box 4: Custodian must complete this section for all items.

Yes	N/A	Have you completed the following:
		Appropriate ES&H Team Disciplines have evaluated the item.
		Unencapsulated liquids, if any, have been drained.
		MSDS(s) is attached for any encapsulated fluids remaining in the equipment
		Secondary containment has been provided.
		<i>For machine tools:</i> Machine Tool Services has been notified that the equipment will be disposed of.
Can you certify that the equipment or property is not contaminated with hazardous or radioactive materials? If so, initial the box at right.		Initials
Custodian (name and signature)		Date

Box 5: Excess Turn-in Center personnel complete this section

E-Tag	Received By	Date Received	Building	Room
Condition code	Comments			

Attachments: Sample Analysis Sheet(s) • Material Safety Data Sheet(s) • Storage Request